



*Prosper is a place where everyone matters.*

## MINUTES

**Prosper Town Council Meeting**  
Council Chambers  
Prosper Town Hall  
250 W. First Street, Prosper, Texas  
Tuesday, February 8, 2022  
**5:45 PM**

### **Call to Order/ Roll Call.**

The meeting was called to order at 5:46 p.m.

### **Council Members Present:**

Mayor Ray Smith  
Mayor Pro-Tem Meigs Miller  
Deputy Mayor Pro-Tem Craig Andres  
Councilmember Marcus E. Ray  
Councilmember Jeff Hodges  
Councilmember Charles Cotten  
Councilmember Amy Bartley

### **Staff Members Present:**

Harlan Jefferson, Town Manager  
Terry Welch, Town Attorney  
Michelle Lewis Sirianni, Town Secretary  
Robyn Battle, Executive Director of Community Services  
Todd Rice, Communications Manager  
Rebecca Zook, Executive Director of Development and Infrastructure Services  
Hulon Webb, Engineering Services Director  
Khara Dodds, Development Services Director  
Alex Glushko, Planning Manager  
Leigh Johnson, IT Director  
Betty Pamplin, Finance Director  
Doug Kowalski, Police Chief  
Stuart Blasingame, Fire Chief

### **Invocation, Pledge of Allegiance and Pledge to the Texas Flag.**

Pastor Lance Milsaps with Prestonwood Baptist led the invocation. The Pledge of Allegiance and the Pledge to the Texas Flag were recited.

### **Announcements of recent and upcoming events.**

Councilmember Cotten made the following announcements:

Thank you to all our Town staff members for keeping our residents safe and informed last week during the ice days. We appreciate your dedication and willingness in serving the Town.

The Mayor's Fitness Challenge continues through April 18. Residents are encouraged to get back on track with their wellness and fitness routines. If you successfully track an average of 90 minutes per week over the course of the Challenge and turn in a completed tracking sheet you will earn a free t-shirt and be entered to win a Fitbit. Any type of exercise qualifies as trackable minutes, and all ages are eligible to participate. Registration details and tracking sheets are available on the Parks and Recreation Department page of the Town's website.

Join us on Friday, February 11 at 10:00 a.m. for the Groundbreaking Ceremony for the Prosper Central Fire Station & Administration Building located along 911 Safety Way as we commence the project with a turning of the dirt.

Plan for some fishing fun on Saturday, February 19 for the 13th annual Prosper Fishing Derby at Frontier Park from 9:00 a.m. to 11:00 a.m. No registration is required, and the event is free of charge. No license is required for those who volunteer or participate in the event. The Derby is a catch-and-keep event for trout only, with a limit of five per person. More information including contact information is available on the Town's website homepage by clicking on Upcoming Events.

**CONSENT AGENDA:**

Items placed on the Consent Agenda are considered routine in nature and non-controversial. The Consent Agenda can be acted upon in one motion. Items may be removed from the Consent Agenda by the request of Council Members or staff.

1. Consider and act upon the minutes from the January 25, 2022, Town Council meeting. (MLS)
2. Receive the December Financial Report. (BP)
3. Receive the Quarterly Investment Report (BP)
4. Consider and act upon Ordinance 2022-07 ordering a General Election to be held on May 7, 2022, for the purpose of electing a Mayor; Councilmember Place 1 and Councilmember Place 4; Designating location of polling places; Ordering notices of election to be given as prescribed by law and authorizing the Town Manager to execute joint election contracts with Collin County and Denton County Election Departments, and the Prosper Independent School District. (MLS)
5. Consider and act upon authorizing the Town Manager to execute a Professional Services Agreement between D&S Engineering Labs, LLC, (D&S), and the Town of Prosper, Texas, related to construction materials testing for the Central Fire Station and Fire Administration Facility project. (SB)
6. Consider and act upon Ordinance 2022-08 amending Section 12.09.003 "Speed Limits on Specific Streets" of Chapter 12 "Traffic and Vehicles" of the Town's Code of Ordinances by modifying the prima facie speed limits on certain streets. (HW)
7. Consider and act upon Ordinance 2022-09 for a Specific Use Permit (SUP) for a Restaurant with Drive-Through Service in the Shops at Prosper Trail, on 1.1± acres, located on the east side of Preston Road, north of Prosper Trail. The property is zoned Planned Development-68 (PD-68). (S21-0005). (AG)
8. Consider and act upon authorizing the Town Manager to execute a Development Agreement between And Go Concepts, LLC, and the Town of Prosper, Texas, related to the Shops at Prosper Trail development. (AG)

9. **Consider and act upon Ordinance 2022-10 to update the Implementation Plan in the Comprehensive Plan to include Sub-Objective 1.3.1 and add Appendix, Exhibit One, which contains the Dallas North Tollway (DNT) Design Guidelines. (KD)**
10. **Consider and act upon whether to direct staff to submit a written notice of appeal on behalf of the Town Council to the Development Services Department, pursuant to Chapter 4, Section 1.5(C)(7) and 1.6(B)(7) of the Town's Zoning Ordinance, regarding action taken by the Planning & Zoning Commission on any Site Plan or Preliminary Site Plan, including Swig in Windsong Ranch Marketplace. (AG)**

Mayor Smith requested to pull item #9.

Mayor Pro-Tem Miller made a motion to approve consent agenda items 1 thru 8 and item 10. Deputy Mayor Pro-Tem Andres seconded that motion, and the motion was unanimously approved.

Mayor Smith asked in regard to item #9, how does this affect the landscape requirements for the landowner.

Ms. Dodds indicated that this item is adopting the Design Guidelines into the Comprehensive Plan and no requirements would change for the landowner unless they amended their Planned Development (PD), or it was a newly created PD.

Councilmember Bartley asked how it affects the zoning. Ms. Dodds stated that it will not affect the Planned Developments (PD) currently in place. The guidelines will only come into play if they amend the PD or a new one is created. Otherwise, they would follow the current zoning.

Councilmember Cotten made a motion to approve consent agenda item 9. Councilmember Ray seconded that motion, and the motion was unanimously approved.

#### **CITIZEN COMMENTS:**

No comments were made.

#### **Possibly direct Town staff to schedule topic(s) for discussion at a future meeting.**

##### **11. Discuss the Town Logo and Rebranding project. (RB)**

Ms. Battle indicated that the Community Engagement Committee recently discussed this project during their February meeting and made the recommendations to allocate Town resources for a modernized, updated logo, establish branding and design standards for the consistent use of the logo, updating digital assets first, and creating a plan to rebrand the Town's hard assets over the next two to three years. She also reviewed the four options presented to the Town Council previously which were no change to the logo, to create a variation of the EDC and Library Logo, redesign and refresh existing logo with new font, color palette, or redesign a completely new one.

The Town Council discussed the recommendations and original options presented along with the costs associated to each option. The Town Council consensus was to

have a unified look and brand to the logo and agreed to have the consultant to come up with a few designs for Council to consider at a future meeting.

**12. Receive an update regarding the Development and Infrastructure Services Departments Customer Service Survey conducted by Matrix Consulting Group. (RZ)**

Ms. Zook stated that the following survey results being presented is the third survey focused on customer service.

Aaron Baggarly with Matrix Consulting Group presented a history of the previous surveys conducted, the process taken on the most recent, the response rate, demographics, overall key findings, and recommendations. Ms. Zook went over the next steps that staff will be taking to make and implement changes based on the recommendations.

The Town Council discussed their concerns of the survey, the recommendations provided, and steps staff has been taking to provide better customer service.

**EXECUTIVE SESSION:**

Recess into Closed Session in compliance with Section 551.001 et seq. Texas Government Code, as authorized by the Texas Open Meetings Act, to deliberate regarding:

*Section 551.087 – To discuss and consider Economic Development Incentives and all matters incident and related thereto.*

*Section 551.072 – To discuss and consider purchase, exchange, lease or value of real property for municipal purposes and all matters incident and related thereto.*

*Section 551.074 – To discuss and consider personnel matters and all matters incident and related thereto.*

*Section 551.074 – To discuss and consider the Town Manager's performance review.*

*Section 551.071 - To consult with the Town Attorney regarding an Intergovernmental Agreement between the Town and the US Government, and all matters incident and related thereto.*

The Town Council recessed into Executive Session at 7:14 p.m.

**Reconvene in Regular Session and take any action necessary as a result of the Closed Session.**

The Town Council reconvened the Regular Session at 10:12 p.m.

No action was taken.

**Adjourn.**

The meeting was adjourned at 10:12 p.m.

These minutes approved on the 22<sup>nd</sup> day of February 2022.

APPROVED:

Ray Smith  
Ray Smith, Mayor

ATTEST:

Michelle Lewis Sirianni  
Michelle Lewis Sirianni, Town Secretary

